



RELEASED: June 2, 2016

CLOSING DATE: June 19, 2016

## POSITION ANNOUNCEMENT

### Research Analyst, Senior

Salary range: \$40,000 - \$57,000 depending on experience – plus competitive benefits!

#### **Location(s):** Boise

This announcement will be used to fill the current opening at Idaho Career & Technical Education (ICTE) in Boise.

**Special Notification:** This is a 12-month (annual) position. This position is exempt from classified service and the Rules of the Division of Human Resources, and is subject to Idaho State Board of Education policies.

#### **Key Responsibilities:**

Incumbents may design databases, convert data, query and report data by working with multiple databases. This position works directly with customers to develop or resolve data management needs. This position works with the Director of Performance Management and is responsible for all data collection, analysis, data systems, and reporting as further described and defined below.

Information collection: gathers information and develops tools for collection of data, including survey design; determines items to be measured, and measurement methods. Collects data on overall student performance. Compiles data manually or by computer program.

Analysis and recommendation: records and compiles findings; analyzes collected data to identify problems and trends; provides consultation and feedback; develops reports of findings and submits them to leadership for planning and improvements.

Research development: researches information and data; develops sampling and quality control techniques; identifies problems with reporting systems and recommends modifications; designs and/or modifies computer applications to make database changes to perform data analysis.

Data analysis and report development: analyzes, updates, and reviews data to determine statistical accuracy of data files and reports; identifies erroneous or questionable data and contacts providers to verify and correct; interprets trends and results of studies; develops conclusions, makes recommendations, and drafts report of findings into appropriate format for various users; consults with users on current and potential use of data and research system; disseminates research results in written, narrative, graphic, and tabular form and makes oral presentations of findings; performs follow-up studies of problem areas as directed.

Liaison and coordination: responds to customer inquiries; consults with users on current and future use of data and reporting systems. Coordinates development among collaborators of databases and applications to compile and access data.

Database management: develops, updates, and maintains data for databases; develops procedures and formats for data processing and ensures quality control; consults with users on current and future use of data and reporting systems; interprets trends and results of collected data and makes necessary corrections.

Information management: implements quality control procedures to ensure data accuracy and integrity. Interprets data discrepancies and prepares processes to correct. Produces research and statistical reports, data sets, and data summaries using a variety of analytical techniques and software tools involving master-level use of database retrieval scripts.

Administration: Trains staff and the field in proper procedures to collect, compile, manage and extract data; assigns work and evaluates performance; participates in information system planning.

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**Minimum Qualifications:**

Candidates must effectively demonstrate knowledge and experience in the following areas:

- Research and data analysis experience, preferably in education/institutional research (IR) function
- Demonstrated skill and experience in research design, data gathering, data analysis, and reporting
- Database design and administration skills including thorough knowledge of relational databases
- Advanced knowledge of Excel spreadsheets (e.g. pivot tables, data transfer)
- Demonstrated ability to import and export data between various media, including database tables, spreadsheets, and delimited text files
- Demonstrated skill or ability to learn Crystal Reports or other database reporting system compatible with FoxPro, Access, and/or SQL Server databases
- Statistical analysis software skills preferred
- Demonstrated ability to complete work in a timely manner, keep commitments, be accountable and stay balanced under pressure
- Demonstrated strong oral and written communication skills
- Ability to set and follow priorities, use time effectively, achieve work goals
- Demonstrated ability to identify and solve problems, make improvements, and meet standards
- Can handle customer inquiries, communicate clearly and cooperatively with customers and take responsibility for service
- Ability to work collaboratively and supportively in a team environment
- Master's degree in a field related to education and/or research/statistical analysis, or equivalent experience
- Experience independently evaluating and defining data management needs and recommending and implementing new solutions
- Experience coordinating data management activities between educational entities.

**Application Procedure:** The application package consists of a letter that addresses the position qualifications; a current resume; copies of transcripts; and a list of references that include at least two former or current supervisors. Retain a copy of your entire application.

**Email application package to: Tammy Ackerland:** [Tammy.Ackerland@pte.idaho.gov](mailto:Tammy.Ackerland@pte.idaho.gov). If you have any questions, please call (208) 429-5502.

The Division of Professional-Technical Education is an equal opportunity/veterans' preference employer.